

SFC - SGM Promotion/NCOES Course Selection Packet *General Instructions*

Revised 3 December 2002

1. Reference: AR 140-158, 1 September 1994 with Change 5, 17 Dec 1997. AR 640-30. AR 40-501.

2. General:

a. Each soldier eligible for promotion consideration to SFC, MSG, or SGM need only prepare one packet. Step by step instructions for preparing the packet are listed in 6 below.

b. Each soldier requesting only NCOES course selection will submit the same packet as listed in a above and described in 6 below.

c. Soldiers applying for positions requiring additional skill identifier(s) will become fully DMOSQ qualified in a reasonable period of time or be subject to reduction and/or reassignment to the IRR.

d. Soldiers who are applying for a conditional promotion need to understand that if they: are subsequently denied enrollment, become an academic failure, do not meet graduation requirements, declared a "No-Show", they are subject to reduction under AR 140-158, paragraph 7-12d, to the grade and rank held prior to this promotion. The soldier further understands that if reduced, service performed in the higher grade will not be considered in determining retirement grade, date of rank, or any other determinations dependent on the higher grade."

(1). Conditional promotion to SFC or MSG will be awarded with the condition the soldier must be enrolled in, and successfully complete, the NCOES course required for the grade to which promoted under the guidelines in AR 140-158, change 5, para 8-19.

(2). Conditional promotion to SGM will be awarded with the condition the soldier must be enrolled in, and successfully complete, the US Army Sergeants Major Course (SMC) within 36 months under the SMC corresponding studies, or within 18 months under the SMC resident course as stated in AR 140-158, change 5, para 8-18. Soldiers must submit packets to be considered for the Sergeants Major Course.

3. Consideration for Promotion:

a. All soldiers meeting criteria of AR 140-158 paragraph 3-31, will submit a packet for competition against advertised vacancies (within commuting distance) for which they are MOS qualified. Soldiers who do not live within a reasonable distance of announced vacancies may request consideration by the selection board per para 3-32c(3) AR 140-158 for which they are MOS qualified.

b. A soldier who is within the zone of consideration for promotion may decline such consideration before his/her packet is assembled and sent to the selection board. A declination of board consideration will be a written statement signed by the soldier, witnessed by an NCO or officer, per AR 140-158, para 3-32.1a. Commanders and immediate supervisors must also determine the reason why a soldier declines consideration, and provide adequate counseling.

c. Soldiers must be duty MOS qualified for positions advertised on the vacancy listing with the following exception: Soldiers who have been assigned to a new unit due to deactivation of their old

unit of assignment are eligible to be considered for promotion in their new duty MOS for one year after deactivation of the old unit. They do not have to be MOS qualified for promotion consideration within that one year period (change 5, AR 140-158, para 3-8a(4)(b)).

d. Army Reserve Technicians (ARTs). IAW AR 140-158, para 6-22, positions occupied by ARTs may not be announced for promotion. Accordingly, ARTs cannot request promotion consideration against a position which they currently hold. ARTs may compete for vacancies for which they qualify. If selected as best qualified, they may accept or decline promotion. ARTs who decline a promotion will remain on the selection list until a vacancy becomes available in their unit of assignment for the MOS in which selected.

4. Consideration for NCOES course selection.

NCOES school requirements have changed. Soldiers must be a graduate of the NCOES course required for their **current** grade. Soldiers must complete ANCOC/SMA Data Sheet as applicable. 88th RSC soldiers that are conditionally promoted to SFC/MSG or selected to attend ANCOC will automatically be enrolled in ANCOC based on ANCOC Data Sheet.

5. Promotion Eligibility.

(AR 140-158, para 3-31) *Shaded areas disqualify soldier from consideration.*

Y E S	N O	ITEM	REMARKS
		Date of Rank (TIMIG) <i>nonwaiverable</i>	SFC: 21 months as SSG MSG: 24 months as SFC SGM: 28 months as MSG or 1SG
		Time in Service (TIS)	SFC: 11 years MSG: 15 years SGM: 18 years
		Secondary Zone of (TIS)	SFC: 9 years MSG: 11 years SGM: 13 years
		Promotable Status	Soldiers with suspension of favorable personnel actions (for adverse actions only) may be considered by the board and placed on the recommended list but may not be promoted until the suspension has been lifted.
		Civilian Education	High school diploma graduate or GED equivalent
		Duty MOS Qualified	(1) Soldiers may compete for promotion in their primary, secondary or additional MOS. They must be fully qualified in and have been awarded the MOS for which they are considered. (2) Exceptions exist for soldiers who must be retrained due to unit <i>reorganization or inactivation. Refer</i>

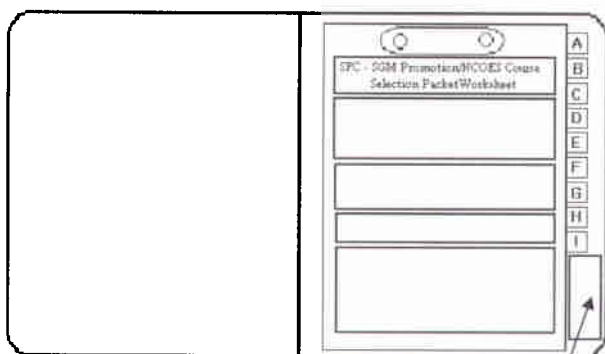
			to para 3-31d, AR 140-158. Soldier must prove eligibility for exemption.
Y E S	N O	ITEM	REMARKS
		Physical Requirements	(1) Meet retention medical fitness standards per AR 140-501, chapter 3 or 5, as appropriate. (2) Military physical must be dated within last five years.
		Security Clearance	Soldiers must have the appropriate security clearance or favorable security investigation required by the MOS in which being considered. Ref: DA Pam 611-21
		Maximum Years of Service	SSG: PEBD < 27 years SFC: PEBD < 29 years MSG: PEBD < 31 years
		NCOES <i>nonwaiverable</i>	NCOES must be completed for current rank .
		Enlisted Service <i>nonwaiverable</i>	For promotion to MSG: 8 years For promotion to SGM: 10 years

6. Packet Preparation.

a. A Promotion/NCOES Selection Packet represents the soldier applying for promotion or NCOES Selection. The packet has been appropriately described as a resume submitted when applying for a new job. Care should be taken to properly and completely assemble the packet.

b. The packet consists of a variety of documents assembled together (detailed description in 6c of this document.) in a manila (vanilla colored) folder, with each section divided by tabs. The packet must be fully updated. Missing or obsolete documents can impact a soldier's promotion eligibility status.

(1) The packet should be tabbed along the right side, fastened at the **TOP** inside with a two pronged fastener. The preprinted, staggered tab dividers work the best, and are preferred. Documents in the packet should be placed to allow the tabs to remain visible when the packet is assembled. This is how the inside should look.



(2) A label needs to be placed on the lower folder tab. Include rank, name, ssn and unit.

SFC Terry G. Johnson
123-45-6789
CO A, 999th QM BN

(3) All documents in the packet should be copies, prepared on one side only. Documents in the "landscape mode", i.e. 2-1 and 2A, should be placed in the folder so that when the folder is open, the folder cover would be to the top of the document. (Place the holes on the right side of the document when reading it normally.)

(4) DO NOT USE:

Paper clips, staples, or binder clips.
Post-Its or fill-in tabs.
Back-to back copies.

c. **Packet Documents.** The following lists all items to be included in the packet - in the order they should be placed:

(1). Above TAB A - **Selection Packet Worksheets and SMA Data Sheet or ANCOC Data Sheet.** Pages 4, 5, 6, and 7 of this document. **Include map quest printout for all location considerations.**

(2). TAB A **Current Official Military Photograph.**

Taken IAW AR 640-30, paragraph 8. A current official photograph that is either a chemically produced 4X10 photo or a 4X6 digital photo. *A color digital photo is preferred.*

The soldier's height and weight must be entered in lower margin on the front side of the photograph by the unit commander.

STAPLE the photo to a 8 1/2 x 11 sheet of white bond paper.

If the soldier does not meet the height and weight standard, place a copy of the DA Form 5500/5501, Body Fat Percentage worksheets behind the photo.

It is important the photograph is correct - it is the only visual image the board will see of you. Your bearing, fit of the uniform, haircut, proper placement of all uniform items, etc. have an impact on how the board "sees" you.

(3). TAB B **DA Forms 2A and 2-1.**

Single sided copies of the DA Form 2A.

Single sided copies of the DA Form 2-1.

Current duty assignment and date of last NCOER must be reflected on both forms. All entries should agree with other documents included in the packet.

Make **red** pen and ink changes of changes/ corrections on DA Form 2A data.

The forms must be **reviewed, signed and dated by the soldier** within twelve months from the start of the promotion board. The records custodian, must certify both forms as true and correct copies, sign and enter the current date.

(4). TAB C **Current Promotion, and MOS documentation.**

Most current Promotion Order.

Most current MOS order (if not documented on promotion order), or DD 214/215 if applicable.

Ensure MOS(s) are properly documented on the soldier's 2-A, 2-1 and in the Military and Civilian Education TAB E.

DO NOT apply for promotion in an MOS which was awarded many years ago and is not listed on the most current classification order. *(For deactivation exceptions under 3c, include a copy of the unit deactivation order for verification of consideration eligibility.)*

(5). TAB D **Military Education.**

Most current **NCOES School** documentation on top. A copy of the ATRRS reservation status **screen** will be accepted also. The DA Form 1059 is the preferred document. If the NCOES school for BNCOC or ANCOC did not have a phase II, and it is not stated on

the documentation, the records custodian should include a certified statement of such.

(6). **TAB E Civilian Education.**

The **highest** civilian education (diploma, certificate, transcript).

(7). **TAB F NCO Evaluation Reports.**

Single sided copies of the last five (5) NCOERs. A letter is required from the soldier's current commander explaining any missing report(s). The **records custodian must certify each page as true and correct copies, sign and enter the current date.**

Problems occur when NCOER's are missing, overlapping, or incomplete. These are vital documents - double check them. Keep in mind that AR 140-158 requires a minimum of the last 5 reports.

(8). **TAB G Security Clearance.** A security manager's statement verifying level, current status, and date clearance was granted will be included **if required** for MOSs for which being considered per DA PAM 611-21. **DO NOT** submit DA Form 873 or copy.

(9). **TAB H APFT/PROFILE:** DA Form 705 APFT scorecard. If an alternate event is entered on APFT scorecard a copy of the DA Form 3349 (profile) must be placed behind the scorecard as supporting documentation.

(10). **TAB I Awards/Decorations.** Copy of orders, Letters of Commendation, Appreciation and Achievement. Place these documents in the order of significance, with the most important at the top of the stack. i.e. an AAM would go above the NDSM, and a letter of commendation signed by a Major General would go above a letter signed by a Colonel.

d. All 88th RSC, 416th EN Cmd, and USASOC soldier should send their packets to: 88th Regional Support Command, DCSPER (Management Branch - ATTN: CW3 Cummings) 506 Roeder Circle, Fort Snelling, MN 55111-4009.

All 84th Training Division (IT) soldiers should send their packets to: 84th Training Division (IT), ATTN: AFRC-TWI-PRM, 4828 West Silver Spring Drive, Milwaukee, WI 53218-3498.

All 85th Training Division (EX) soldiers should send their packets to: 85th Training Division (EX), ATTN: AFRC-EIL-GA, 1515 West Central Road, Arlington Heights, IL 60005.

The packet must arrive by 1 April for the spring board, or 1 October for the fall board.

7. Selections.

a. Boards select the "best Qualified" soldiers in each required MOS.

b. Soldiers within and outside of commuting distance (who have elected to travel) are equally considered.

c. The required MOS is the authorized MOS (3-digit) of the vacancy. Special qualifications are taken into consideration, but are not a mandatory requirement for consideration or selection. However:

(1) The required MOS for a USARF school MOS instructor vacancy is that announced by the unit.

(2) USAR Band vacancy qualification is in any MOS within CMF 97 (Army Bands) are identified by CMF 97 rather than by specific MOS.

8. Common Problems with Packets.

a. Orders are missing which award the appropriate skill(s) in which being considered as either PMOS, SMOS OR AMOS. The orders must be current. By regulation, you can only have three (3) MOSs on a MOS order. Combat MOSs i.e. 11, 12, & 13 series must be the secondary MOS.

b. The DA Form 2A and 2-1 contain obsolete information regarding the most current medical examination. Another common problem is the examination has expired and/or 2A and 2-1 do not match. You can not be considered for promotion or NCOES selection without a current physical.

c. The APFT scorecard is not current; the APFT exceeds 18 months; APFT events performed and profile events allowed do not match; or an invalid profile. A permanent profile must be signed by two profiling officers and the approving authority. In addition, the profile must be signed by the **unit commander** with the appropriate block checked whether the profile does or does not require a change in the soldier's MOS and/or duty assignment. You can not be considered for promotion or NCOES selection without a **VALID** APFT or profile preventing the administration of the APFT.

d. The Body Fat Content Worksheet is missing when required. You can not be considered for promotion or NCOES selection without the worksheet if it is required.

e. Student Evaluation Reports of completion of Noncommissioned Officer Education System (NCOES) is missing. The proof of NCOES completion was not provided - or - only 1 of the 2 phases of NCOES was documented.

f. Completion of the ISG course is not considered a NCOES course, Reference AR 351-1.

g. Unprofessional official photograph due to bearing and compliance with uniform regulations. Pay particular attention to the appearance, order and placement of ribbons, awards and decorations, and correct placement and authorization of sewn on items. Correct fit of the uniform and bearing (physical stance) must be noted. *Hint: do not wear your hat, make sure your ribbons are right side up, ensure your jacket fits appropriately watch the sleeve length, and stand at attention!*

To view all the promotion info on the website, follow these steps.

1. Bring up the 88th RSC home page:

[Http://www.usarc.army.mil/88thsrc](http://www.usarc.army.mil/88thsrc)

2. Click on Enter 88th Internet at bottom of page

3. Scroll down to Resources, click on NCO Management

4. You are there

SFC - SGM Promotion/NCOES Course Selection Packet *Worksheet*

Revised 3 December 2002

This Document Must Be Included As The Cover Sheet For The Promotion/NCOES Course Selection Packet

Packet Submission Selection block. ONE block only must be initialed.

Packet is submitted for Promotion consideration only. (NCOES qualified for next grade)

(initial here)

Packet is submitted for Promotion consideration and NCOES Course Selection.

(Conditional Promotion – Complete ANCOC or SMA Data sheet as applicable)

(initial here)

Packet is submitted for Promotion consideration, if not selected for promotion,
consider packet for NCOES. (Complete ANCOC or SMA Data sheet as applicable)

(initial here)

Packet is submitted for NCOES Course Selection only. (Go to Course Selection block)

(initial here)

List all MOS(s) documented by the MOS order(s) in your MPF, and initial each as appropriate.

PMOS _____ I would like to be considered for promotion in this MOS.

(initial here)

SMOS _____ I would like to be considered for promotion in this MOS.

(initial here)

AMOS _____ I would like to be considered for promotion in this MOS.

(initial here)

Packet submission for NCOES Only Selection Block

I would like to be considered for selection to attend ANCOC.

(Complete ANCOC Data Sheet)

(initial here)

I would like to be considered for selection to attend the Sergeants Major Course.

(October board only – Complete SMA Data Sheet)

(initial here)

Name _____ / _____ / _____
(Last Name) (First) (Mi)

SSN _____ - _____ - _____ Current Grade _____

Home Address _____
(Street)

(City/State/Zip Code)

Email Address _____

Current Unit _____
(City/State/Zip Code)

UIC

Command (BN/MSC)

Phone #

I am eligible to be considered under para 3-31d(2), Change 5, AR 140-158 due to Unit reorganization, relocation, or inactivation. My present position is:

_____/_____/_____/_____/_____
UIC Duty MOS Posn # Para/Line Auth Grade

Attach copy of reassignment order.

PROMOTION CONSIDERATION STATEMENT

check only A or B

A. I wish to be considered for positions from the posted Selection Board Vacancy list WITHIN the 50 mile radius or 90 minutes travel time from my residence. (initial here)

B. I wish to be considered for positions from the posted Selection Board Vacancy list OUTSIDE of the 50 mile radius or 90 minute travel time, and I will accept assignment to a position within **Miles from my residence.** (initial here) (this box must be filled in)

I wish to be considered for any advertised vacancy, in MOSs I qualify for, in the following duty locations as shown on vacancy list(s): Include a map quest printout for each choice listed below from home of record.

1st Choice _____, _____ distance from your residence: _____
(City) (State)
2nd Choice _____, _____ distance from your residence: _____
(City) (State)
3rd Choice _____, _____ distance from your residence: _____
(City) (State)

Reminder - promotions are based on selection of the best qualified soldier within the geographic area of announced vacancies. Soldiers may be reassigned to other commands/units to fill a vacancy.

.....
If selected for promotion, I will be required to serve 12 months in my new assignment from the effective date of promotion per AR 140-158. I reviewed my packet and found to be complete and accurate and I meet the eligibility criteria for selection board consideration IAW AR 140-158, Para 3-31.

SIGNATURE OF SERVICE MEMBER

DATE

.....
“Additionally, if selected for conditional promotion, I will be awarded the promotion under the condition that I will become enrolled in, and successfully complete, the NCOES course applicable for the grade to which promoted, per AR 140-158. I also understand that if reduced, service performed in the higher grade will not be considered in determining retirement grade, date of rank, or any other determinations dependent on the higher grade.”

SIGNATURE OF SERVICE MEMBER

DATE

ARMY RESERVE TECHNICIAN STATEMENT

This portion applies to soldiers who are employed by the Army Reserve as an Army Reserve technician

I am an Army Reserve Technician (ART) and I was hired _____ (enter date here)

I am an Army Reserve Technician as a AMSA employee: ☐ YES ☐ NO

List the position that you are officially assigned to now:

_____/_____/_____/_____/_____
Your Command DUTY MOS (UIC) POSN # PARA/LINE AUTH GRADE
(88th/84th/85th/416th/244th/USASOC)

SIGNATURE OF SERVICE MEMBER

DATE

Advanced NonCommissioned Officer Course
ADMINISTRATIVE DATA SHEET

LAST NAME		FIRST NAME			MI	PMOS																				
SSN		SEX	RANK	DOR	DOB	PEBD																				
HOME STREET ADDRESS			CITY		ST	ZIP CODE																				
HOME TELEPHONE		BUSINESS TELEPHONE		E-MAIL ADDRESS (IF APPLICABLE)																						
UNIT NAME	ADDRESS		CITY		ST	ZIP																				
UNIT COMMANDER'S RANK AND NAME			UNIT TELEPHONE																							
ANCOC COURSE PREFERENCE <i>(Select choices based on course listing attached)</i>																										
<p>First Choice:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 15%;"></td> <td style="border-bottom: 1px solid black; width: 25%;"></td> <td style="border-bottom: 1px solid black; width: 15%;"></td> <td style="border-bottom: 1px solid black; width: 25%;"></td> <td style="border-bottom: 1px solid black; width: 20%;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">School Code</td> <td style="text-align: center; font-size: small;">Course</td> <td style="text-align: center; font-size: small;">Class</td> <td style="text-align: center; font-size: small;">Report Date</td> <td style="text-align: center; font-size: small;">End Date</td> </tr> </table> <p>Second Choice:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 15%;"></td> <td style="border-bottom: 1px solid black; width: 25%;"></td> <td style="border-bottom: 1px solid black; width: 15%;"></td> <td style="border-bottom: 1px solid black; width: 25%;"></td> <td style="border-bottom: 1px solid black; width: 20%;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">School Code</td> <td style="text-align: center; font-size: small;">Course</td> <td style="text-align: center; font-size: small;">Class</td> <td style="text-align: center; font-size: small;">Report Date</td> <td style="text-align: center; font-size: small;">End Date</td> </tr> </table>												School Code	Course	Class	Report Date	End Date						School Code	Course	Class	Report Date	End Date
School Code	Course	Class	Report Date	End Date																						
School Code	Course	Class	Report Date	End Date																						
<p><i>I understand that if selected for conditional promotion, I will be awarded the promotion under the condition that I will become enrolled in, and successfully complete, the NCOES course applicable for the grade to which promoted, per AR 140-158.</i></p> <p><i>I also understand that upon selection I will be notified in writing with scheduled school course information based on choices I have selected above. Failure to report to scheduled course would be cause for reduction, and that if reduced, service performed in the higher grade will not be considered in determining retirement grade, date of rank, or any other determinations dependent on the higher grade.</i></p> <p><i>I understand that should an unforeseen circumstance arise and I am unable to attend scheduled course I must notify my unit ATRRS operator immediately. Scheduling for phase 2 requirements must be coordinated with my unit ATRRS operator.</i></p> <p><i>I understand that I must meet the weight standards and pass the Army Physical Fitness Test (APFT).</i></p> <div style="text-align: center; margin-top: 20px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <p>SOLDIER'S SIGNATURE AND DATE</p> </div>																										

Information below to be completed by command level packet review personnel.

Security Clearance: ☐ NAC ☐ Top Secret ☐ Secret ☐ Confidential ☐ Unknown
 ☐ Other ☐ None Date Clearance Granted

NCOCES Status Code:

<input type="checkbox"/> NA	= not a graduate of or enrolled in ANCOC	<input type="checkbox"/> EA	= enrolled in ANCOC
<input type="checkbox"/> NS	= not a graduate of or enrolled in SMC	<input type="checkbox"/> ES	= enrolled in SMC
<input type="checkbox"/> GA	= graduated ANCOC or equivalent	<input type="checkbox"/> GS	= graduated SMC

<u>Reason for Flag:</u>	<input type="checkbox"/>	APFT Failure (J)	<input type="checkbox"/>	Weight Control Program (K)
	<input type="checkbox"/>	Adverse Action (A)	<input type="checkbox"/>	Elimination (B)

☐ Other - Code

TAB	REQUIREMENT	Unit Review			Command Review		
		✓Yes	✓No	✓NA	✓Yes	✓No	✓NA
	Completed, initialed and signed Selection Packet Worksheet with 3 position choices and SMA/ANCOC Admin Data Sheet as applicable.						
A	Current official photograph.						
	Height and weight entered in lower margin on front of photo?						
	Body Fat Percentage work sheet is enclosed if applicable? (with proper signatures)						
B	Copy of DA Forms 2A and 2-1.						
	Copy of DA Forms 2A and 2-1 are certified by UA/PSNCO?						
	Current Flag Action for APFT Failure and/or Weight Control Program?						
	Physical dated within last five (5) years before start of board?						
	Meets Time In Service (TIS) eligibility for promotion?						
	Within MYOS criteria eligibility for promotion?						
C	Latest Promotion Order included? (DD Form 214/215 if applicable)?						
	Meets Time In Grade (TIG) eligibility for promotion?						
	MOS Order(s) included? (DD Form 214/215 if applicable)?						
	MOS for promotion consideration indicated on latest MOS/Promotion Order? (DD Form 214/215 if applicable)						
D	Military Education (DA Form 1059 – Phase II) included?						
	Meets NCOES eligibility for promotion?						
E	HIGHEST Civilian education level diploma, certificate, or transcript						
F	Copy of LAST FIVE (5) NCOER's included?						
	Unit commander's letter of explanation on any missing reports if applicable?						
	Copies are certified by UA/PSNCO?						
G	Certification memo (not DA Form 873) from the unit security manager included if required for MOS?						
H	APFT/PROFILE: DA Form 705-APFT scorecard included. Last APFT within 18 months?						
	Copy of the DA Form 3349 - if alternate APFT event? Permanent – must include unit commander's signature and 2 doctor's signatures. Temporary – must include unit commander's signature and 1 doctor's signatures.						
I	Awards/Decorations, etc. included?						

Title, grade and signature of custodian verifying the above information with the soldier's MPF

(date)

1st review _____
(name)

(date)

2nd review _____
(name)

(date)